

**TOWN OF CHARLESTOWN  
SELECTBOARD MEETING  
MARCH 17, 2010**

Selectboard Present: Steven Neill, Doug Ring, Brenda Ferland

Staff Present: David Edkins – Administrative Assistant  
Keith Weed – Highway Superintendent  
David Duquette – Water and Wastewater Superintendent  
Edward Smith – Police Chief  
Jessica Dennis – Office Manager  
Gary Wallace – Fire Chief  
Scott Hagland – Recreation Committee Director  
Regina Borden – Recording Secretary

**CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Steve Neill called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited. He advised that meetings are tape recorded and asked anyone wishing to speak to identify themselves for the record. Mr. Neill welcomed Mrs. Ferland as the newly elected member of the Selectboard.

**ELECTION OF CHAIRMAN FOR 2010-2011:**

**Doug Ring nominated Steve Neill as the Chairman for the coming year. Mr. Neill declined the nomination.**

**Steve Neill nominated Brenda Ferland as the Chair for the coming year. Doug Ring seconded the motion. With Mr. Neill and Mr. Ring in favor, the motion was approved. Mrs. Ferland abstained from the vote.**

**MINUTES OF PREVIOUS MEETING(S):**

**Mr. Ring moved to approve the Minutes of the Non-Public Selectboard meeting of March 3, 2010, as printed. Mr. Neill seconded the motion. With Mr. Ring and Mr. Neill in favor, the Minutes were approved. Mrs. Ferland abstained as she was not a member of the Board at this meeting.**

**Mr. Ring moved to approve the Minutes of the regular Selectboard meeting of March 3, 2010, as printed. Mr. Neill seconded the motion. With Mr. Ring and Mr. Neill in favor, the Minutes were approved. Mrs. Ferland abstained as she was not a member of the Board at this meeting.**

**DEPARTMENT HEAD REPORTS:**

**Transfer Station:** Keith Weed reported that a load of metal will be going out tomorrow; they will get the highest price paid for it in years. A load of cardboard will go out next Friday. Dewitt Davis gave his notice to leave his job; he did a very good job for the

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Town. Everything else is quiet. The orange compacter broke yesterday. It was rebuilt today but it is old. He will look for grant money for a replacement.

**Highway Department:** Keith Weed advised that they have been pothole patching. The dirt roads are not that bad; they hope to get out of mud season without too many problems. Yesterday afternoon the crew had a training class by the gentleman that did the storm water permit for the gravel pit. This training needs to be done every year. Some reports have to go to the EPA; every seven days they have to do an inspection and report on the pit.

Mr. Edkins acknowledged receipt of a letter from the state Emergency Management office regarding debris removal from private property from the wind storm. They will reimburse the Town for this service if residents bring it out to the road. Keith Weed is not in favor of doing this.

After the last storm Mr. Edkins took the FEMA representative around Town to look at the damaged areas; estimated cost to be about \$5,000. Another form was received for this past week end as the result of the rain event but the Town had no substantial damage.

Mr. Weed advised that the Michael Avenue project is completed. They are holding \$1,000 aside for loam and seed. The final figure is about \$7,000 less than estimated. He will be doing soil tests on Michael Avenue since about 450-feet of road needs some work. Dig Safe has been called.

Mr. Neill mentioned that there is a big dip on the Old Claremont Road on the inside corner as a turn is made onto the Acworth Road. Mr. Weed will take a look in the morning.

**New Police Department Building:** Mr. Neill asked Police Chief Ed Smith to come forward. On behalf of the Police Department, Officer Bob Kelcey presented the Chief with a ceremonial shovel to break ground for the new Police Building. Officer Kelcey said they did this because the Chief has worked so hard for many years for a new building and works so hard for them. Chief Smith stated that if it wasn't for the fine job that the department does every single day and the town's people see that job done every single day they finally recognized the need for a new home. The day after the vote the Sheriff came in to congratulate him and said he was surprised to see him there as he thought the Chief would be at the Fire Station starting to dig for the new building. Chief Smith thanked everybody for the work they do.

Mr. Neill noted that the next step is the specifications for the \$350,000 that was proposed. He recommended hiring Warren Stevens as the engineer to work on the project and stamp the plans. Mrs. Ferland and Mr. Ring had no objections therefore Mr. Neill will pursue contacting Mr. Stevens. They will be developing a list of potential contributors to the project and then contacting them. The three Energy Grants applied for did not materialize.

**Police Department:** Police Chief Ed Smith reported that they had a fatal motor vehicle accident yesterday. All the local emergency services worked together and did a great job. He applauded everybody's efforts and will be sending out thank you notes. Officer Todd Lyles attended Leadership Training classes last week. He wanted to attend a meeting so is present tonight. Chief Smith is completing a grant application for a speed detail. They have been doing some patrols recently in problem areas.

**Water and Wastewater Departments:** Dave Duquette advised that they are looking for a leak in Town as they produced an above normal amount of water. They are getting ready for mud season and have been cleaning-up around their areas. Mr. Duquette has been going to classes on distribution in Montpelier, VT. There was discussion relative to the location of the water and sewer lines going into the Fire Station property. Fire Chief Gary Wallace knows where the sewer line is. Mr. Edkins noted that the grant application for the Water Department was not approved.

**Fire Department:** Fire Chief Gary Wallace provided an update on the new fire truck. Following many meetings, a decision was made on a truck made by MetalFab. They want the truck to be as multi-purpose as possible. The manufacturer's representative will be at the Fire Station next Tuesday night; at that time they hope to have the firm price.

Fire Chief Gary Wallace asked for permission to dispose of the 30-year old fire truck as it is just taking up space. After doing research he believes it falls into the \$5,000 range; it is a specialty item. There was a consensus of the Selectboard to advertise it in as many municipal and fire publications as possible. It will be sold by sealed bids with a deadline date of May 5<sup>th</sup>, 2010, the Town has the right to refuse any and all bids; starting bids should be no lower than \$5,500. It will have to be picked-up here as it is not inspected. Mr. Edkins is working on the paperwork with the leasing company for the new fire and highway trucks. The Selectboard approved having the Fire Department park this fire truck outside the building provided it is kept covered since they need the added space. Chief Wallace will remove the batteries for security purposes.

**Recreation Committee:** Scott Hagland, Director, advised that they are starting their baseball season with about 150 kids. They will have to buy uniforms and some equipment. Basketball season just ended; it was a very good season. The head coach from the NH Technical Institute came in to do a one day basketball clinic for the kids; the Recreation Committee paid for this. They have a coach from the Nashua Baseball Academy coming in on April 17<sup>th</sup> for a six hour softball clinic. Right now they have over 40 kids signed up but there will be a \$10.00 fee for each kid. This year they are looking to add an adult summer program. Hopefully it will include an outdoor adult basketball league that will include Bellows Falls, Springfield and Claremont. It will be held on Swan Common two nights a week. They are also planning to build softball dug-outs for the girls in Patch Park. They have everything lined up. With donations from the Kiwanis Club in Claremont, Carroll Concrete, LaValley's and Blanc and Bailey it should not cost them anything.

They have 4-or-5 vacancies on the Recreation Committee. He nominated Christine Cheney, Aaron Perkins and Officer Patrick Connors as members because they are people who will get involved and volunteer time and asked the Selectboard to appoint them. Mr. Edkins confirmed that there are four vacancies as the result of the voting. Write-in votes were considered but Eric Lutz and Aare Ilves declined. Mr. Edkins is getting ready to post all vacancies soon.

**Mr. Neill moved to appoint Christine Cheney, Aaron Perkins and Patrick Connors as members of the Recreation Committee for one year terms as recommended by the Director but to be sure they meet the requirements. Mr. Ring seconded the motion. With all in favor, the motion was approved.**

Mrs. Ferland noted that the other 1-or-2 Recreation Committee vacancies will be posted.

**PUBLIC COMMENT:**

**Municipal Building Complex Lawn:** Mr. Ring volunteered to work on getting the lawns leveled out and to work with Mr. Weed on snow plow damage to the lawns next to the sidewalks around the Municipal Building Complex. The lawn by the monuments is uneven; sometimes it doesn't even grow there. He will rely on guidance from Mr. Weed and will need some loam; he will provide grass seed. Hopefully the area by the monuments will be done by Memorial Day. Mr. Neill and Mrs. Ferland approved this project.

**SELECTBOARD COMMENT:** None.

**OLD BUSINESS:**

**NH Municipal Association:** Mr. Edkins noted that last year the Town provided some money to the NH Municipal Association to file suit against the State for changing the percentage of the NH Retirement benefits; that suit has now been filed.

**FINANCIAL ADMINISTRATION – Payroll, Purchase Orders, Vouchers, Warrants, Abatements, Etc.:** The **Payroll, Vouchers, Warrants and Abatements** were approved and signed.

**Purchase Orders:** The following Purchase Orders were approved and signed by the Selectboard: 1) Fire – Ossipee Mountain Electronics \$3,242.00; 2) Fire – S.G. Reed Truck Service \$6,716.48; 3) Fire – Ossipee Mountain Electronics \$972.00; 4) Fire – Motorola \$4,543.71; 5) Fire – Ossipee Mountain Electronics \$2,417.95; 6) Police – NH Department of Safety \$4,500.00; 7) Wastewater – J.W. Environmental \$20,899.00; 8) Water and Wastewater – Ferguson Waterworks \$8,629.03; 9) Water – MelChemical \$4,248.00; 10) Highway – Osgood Construction \$796.32; and 11) Fire – Fire Tech and Safety \$4,950.00.

**Contract:** The Selectboard approved and signed the contract with Cartographic Associates for the annual mapping software updates and maintenance for \$500.00.

**Report of Appropriations:** The Selectboard approved and signed the Report of Appropriations to be submitted to the NH Department of Revenue Administration.

**APPOINTMENTS, PERMITS, LICENSES, & RESOLUTIONS:**

**Notice of Intent to Excavate:** The Selectboard approved and signed the following Notices of Intent to Excavate: 1) for Christopher Hemingway off Highways 11 & 12; and 2) for Normand Beaudry on the Unity Stage Road.

**Patch Park:** The Selectboard approved and signed the Permit for Wheelabrator of Claremont to use Patch Park for company picnics with permission to have alcoholic beverages in July and August. They are to be responsible for all their rubbish and that the park will close at 9:00 PM.

**Hawkers and Peddlers License:** A request for a Hawkers and Peddlers License was approved for Strobie's Grille on Main Street. It will expire on April 1<sup>st</sup>, 2011.

**Planning Board Application:** Mrs. Ferland signed the Planning Board application for the boundary adjustment between the Town of Charlestown and Norman Cobb.

**CORRESPONDENCE:**

**Health and Human Services Office:** A memo was received from David Gormley, Health and Human Services Office, recommending that the Selectboard adopt the official 2010 US Department of Housing and Urban Development fair market rents.

**Mr. Neill moved to approve the recommendation of the Health and Human Services office to adopt the 2010 US Department of Housing and Urban Development fair market rents. Mr. Ring seconded the motion. With all in favor, the motion was approved.**

**Sullivan Nutrition:** A letter was received from Sue Bascom requesting use of one room for additional storage space when the Police Department moves.

**ADMINISTRATIVE ASSISTANT'S REPORT:**

**Vacation:** Mr. Edkins will be on vacation starting Tuesday, March 23<sup>rd</sup>; he will be back in the office on Thursday, April 1<sup>st</sup>.

**COMMITTEE REPORTS:**

**Conservation Commission –Steve Neill:** Mr. Neill reported that they met last Monday night. The spring clean-up on Route 12 is scheduled for Saturday, April 3<sup>rd</sup>. The FM ROTC participates in this. They meet at the Fire Station at 8:00 am. This Sunday there will be a committee working on the trails in the Reservoir lot. They reviewed correspondence from the DES on the Hemingway permit; DES keeps increasing the size of the culvert and is still looking for more information. The committee has an article on the history of the CC to go into the new Town History book. The Upper Valley Land Trust is looking into putting some of the Fort #4 property into a conservation easement.

Mr. Neill would support it provided it does not cost the Town anything but no decisions were made. This year instead of daffodils they are expecting lilacs.

**CEDA:** Mr. Edkins advised that they have not had a meeting since the last report.

**Planning Board –Doug Ring:** Mr. Ring reported that Whelen Realty LLC requested an addition to the most southern building. They started taking down the Design Standard building. The application was accepted as complete. One concern brought up by an employee from Optimum was a concern about traffic coming out of the road from Whelen. Vehicles are forming two lanes when going onto Route 12. He suggested widening the single lane section further back up the road. The PB took it under advisement but wanted to bring it to the Selectboard's attention. Mr. Olson is trying to address this by staggering some shifts; they will now end at 4:00, 4:30 and 5:00 pm.

**Solid Waste Committee –Steve Neill:** No recent meetings.

**Heritage Commission –Doug Ring:** No recent meetings.

**Highway Advisory Board:** No recent meetings.

**Recreation Committee –Steve Neill:** No meetings since the last report.

**2010-11 COMMITTEE ASSIGNMENTS:**

The Selectboard agreed to the following 2010-11 Committee Assignments:

Mrs. Ferland: CEDA, Highway Advisory Board, Solid Waste Committee.

Mr. Neill: Planning Board and Conservation Commission.

Mr. Ring: Recreation Committee, Heritage Commission and Alternate to Mr. Neill on the Planning Board.

**Capital Improvements Committee:** Mr. Neill noted that a year ago at Town Meeting it was voted to establish a Capital Improvements Committee. Mr. Edkins will work on this and add it to the above list.

**NON-PUBLIC SESSION – RSA 91-A:3 II:**

**Mr. Neill moved to enter into a Non-Public Session pursuant to RSA 91-A:3 II to discuss (a) Personnel and (c) Reputations. Mr. Ring seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 8:48 PM.**

**REGULAR MEETING, Continued:**

The regular meeting resumed at 9:24 PM.

**OTHER BUSINESS:**

**2010 Regional Dinners:** The three Selectboard members, Ms. Dennis and Mr. Edkins will attend the NHLGC 2010 Regional Dinner in Hanover on April 22, 2010.

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**Vacation:** Ms. Dennis will be on vacation from April 7<sup>th</sup> to 14<sup>th</sup>, 2010.

**NH Municipal Association:** Mr. Neill will call the NH Municipal Association regarding the Workers Compensation unemployment increases. They did not send out advance notices about this.

**Fire Department:** There was a consensus of the Selectboard to send a letter to Fire Chief Gary Wallace to alert him to the fact that the maintenance line in the budget needs to be watched. After the purchase orders were approved tonight there is about \$7,000 left for the remainder of 2010.

**Adjournment:**

**Mr. Ring moved to adjourn this meeting. Mr. Neill seconded the motion and, on a roll call vote with all in favor, the motion was approved. The time was 9:38 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Approved,

Brenda L. Ferland, Chair

Steven A. Neill

Doug Ring

(**Note:** These are unapproved Minutes. Correction, if necessary, may be found in the Minutes of the April 7, 2010, Selectboard meeting.)